CWSAA ACCIDENT ANALYZER
USER MANUAL

This document provides instructions on using the CWSAA Accident Analyzer.

LOGIN

CWSAA Regular Members (Ski Areas) are provided with two different Username / Password combinations:

a) Your **CWSAA** Username & Password will give you access to the *Members Only* area of the CWSAA website.

b) Your **Accident Analyzer** Username & Password will give you access to the Accident Analyzer Program.

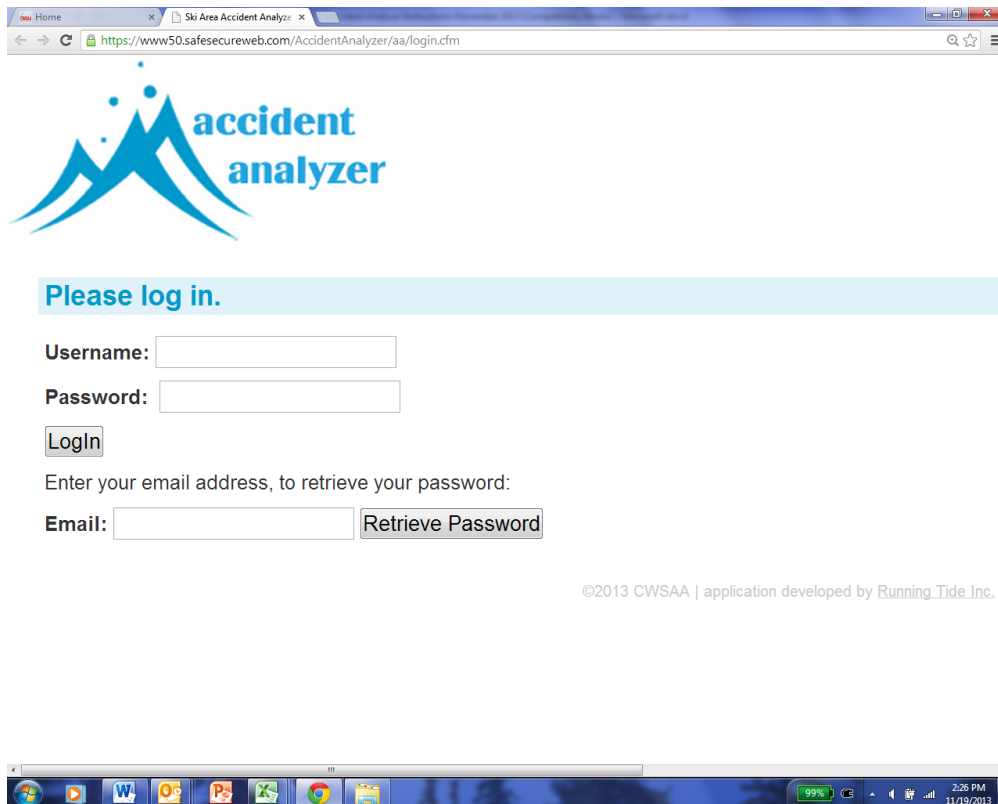There are three simple steps to Login in to the Accident Analyzer Program:

1) You must first login to the Members Only section of the CWSAA website.
The "**MEMBER LOGIN**" is shown in the screen shot below:
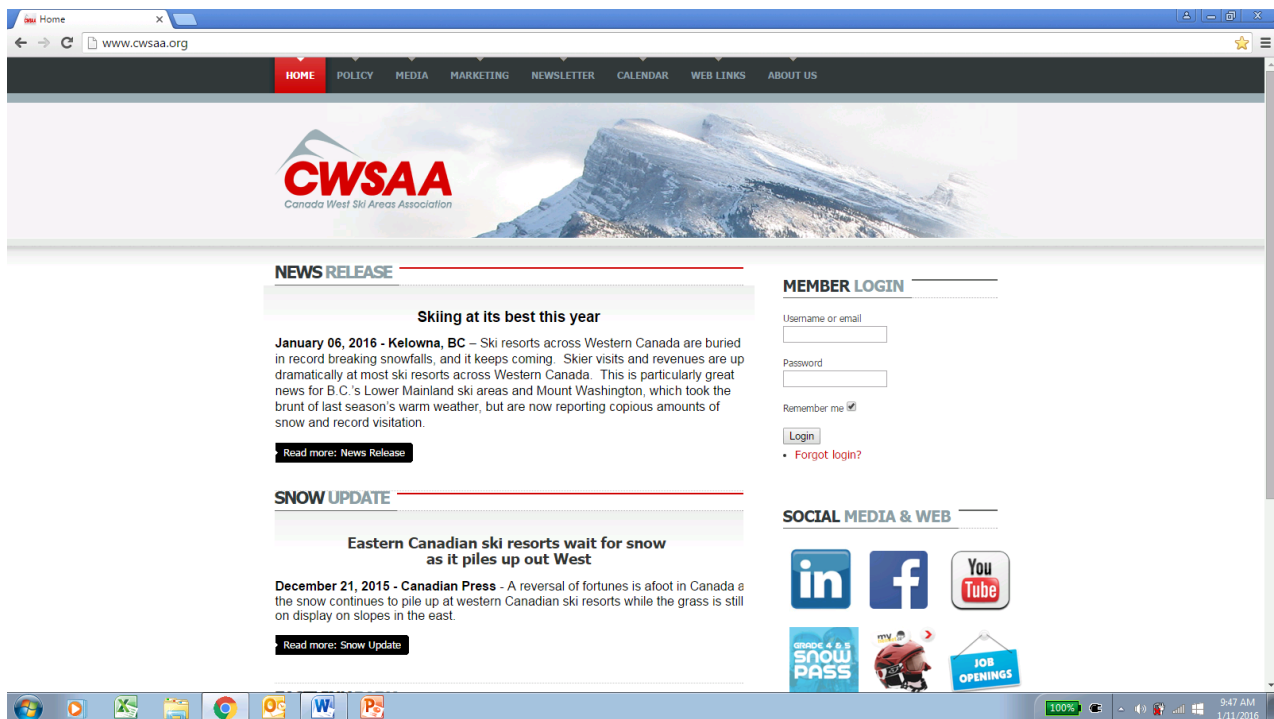
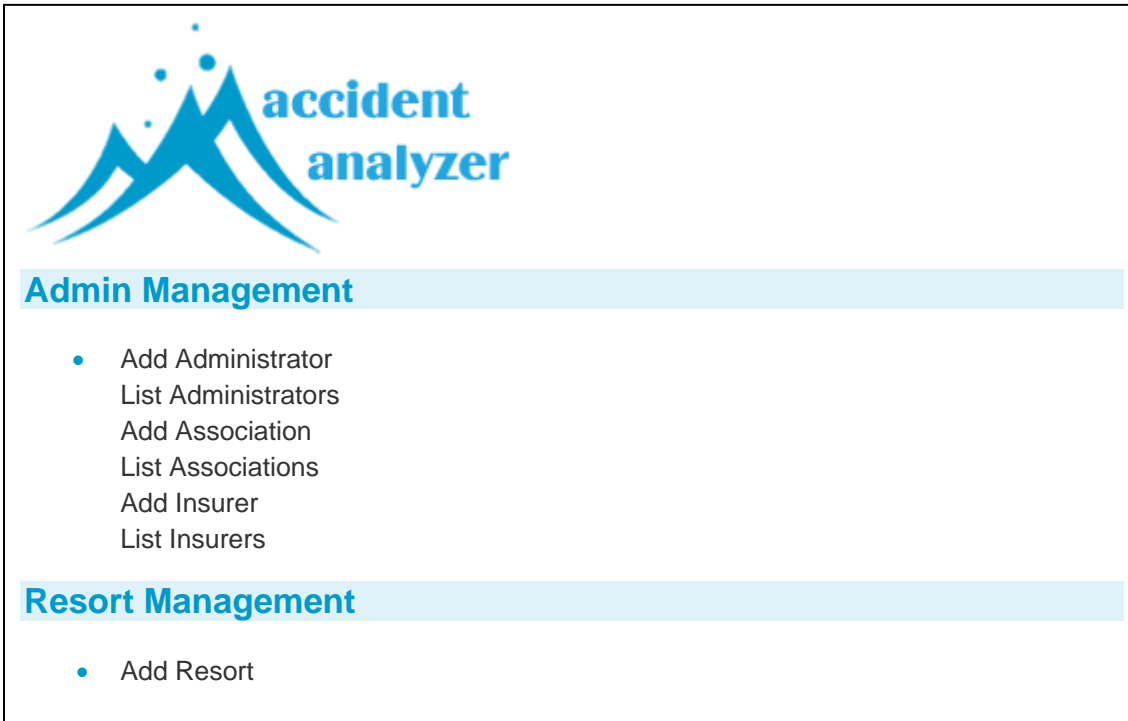**2)** You must then click on "►Accident Analyzer" under "**MEMBERS AREA**":
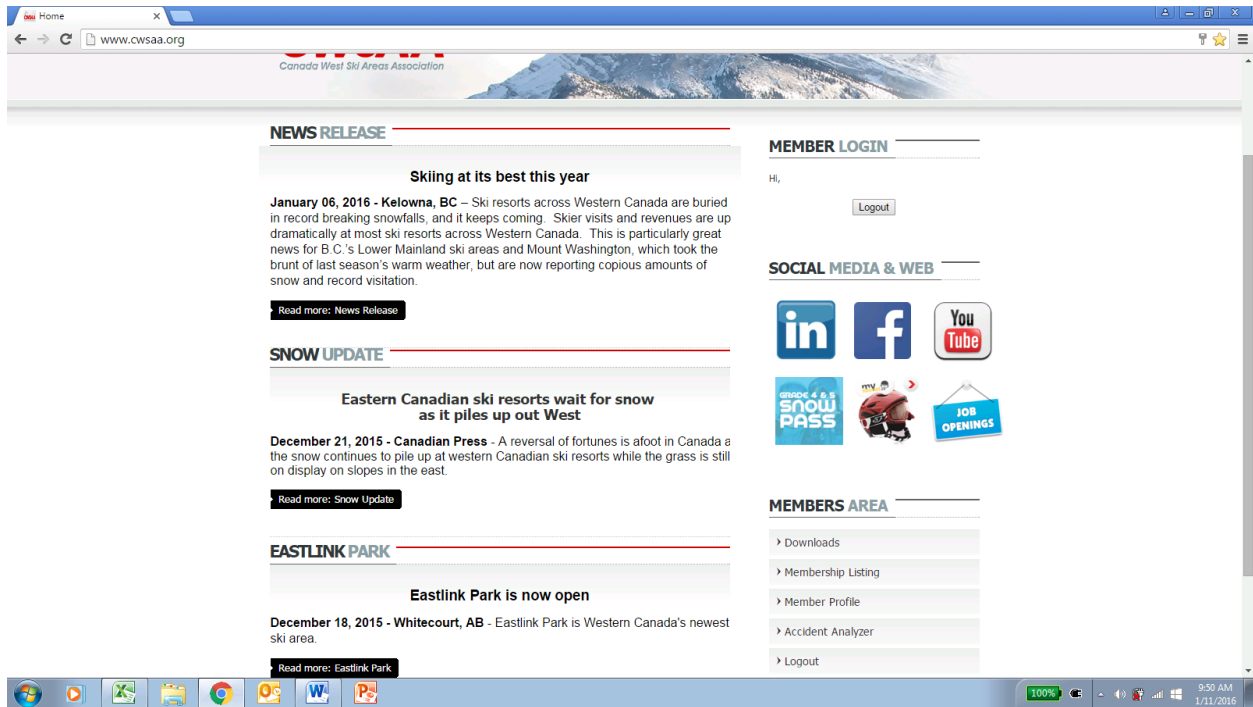
3) You can then Login to the **Accident Analyzer** Program via the screen below.

SETUP USING RESORT MANAGEMENT

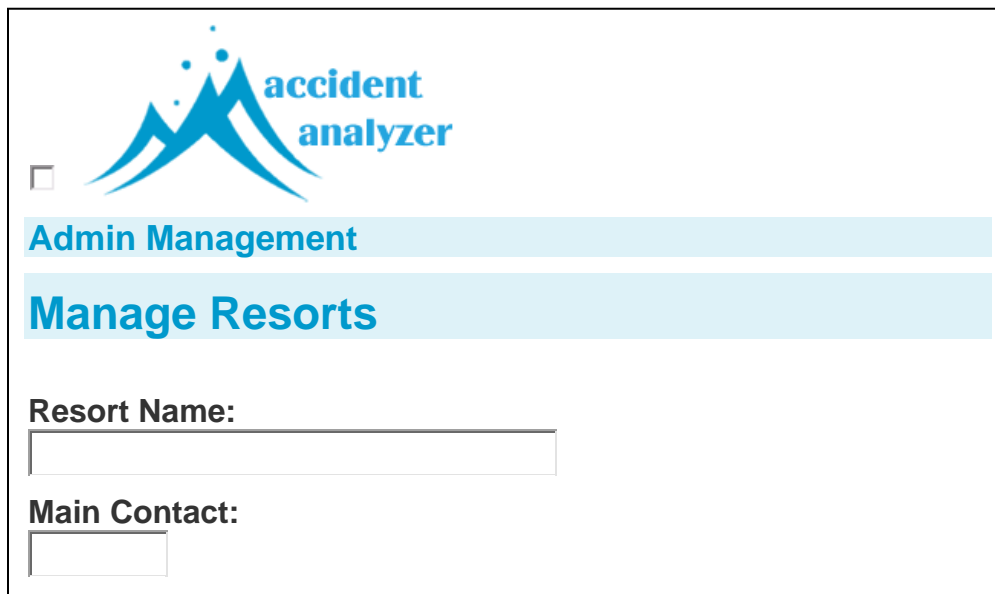Click on the **Resort Management** link to setup your area.

The resort administrator will setup the specific area by adding:

1. Ski Area details.
2. User information for individuals entering data.
3. Location details to identify accident sites.
4. Patroller names for attending patrollers.

As the Resort Administrator you will add information by clicking on the **[details]** link on the far right of the above screen. You will be presented with the Resort Administration Screen. There are links highlighted along the top for each of the four detail types above.

Enter or edit the resort details in this screen:

CREATE NEW USERS

Once you have entered your ski area address and contact information, click on the **Users** link.

Manage Resorts

Green Mt. | Details | Users | Locations | Patrollers | Visitor Numbers

Name	Username	Access Level	Active	add user
User, Standard	train1	Standard User	yes	edit | delete
User, Admin	train2	Local Administrator	yes	edit | delete

To create a new user, click on **[Add New User]**. Enter the first and last name of the user. Assign a login and password to a new user. An easy login is first initial then last name. (e.g.: jsmith). The user id should be unique so if at any point you have two jsmith's, you will want to use a second initial.

In the Access Level dropdown box, give the user basic data entry access (Standard User) or access to change resort details, users, locations and patrollers. (Local Administrator). Make the user active to allow the login profile to work. Click on **Insert User** to submit the user to the database and activate it.

Manage Resorts

Green Mt. | Details | Users | Locations | Patrollers | Visitor Numbers

User Details

First Name:

Last Name:

Phone:

W[ ]ployee is terminated, to protect your data, be sure to ***immediately*** make the user inactive so that the login no longer works.

Generally speaking, it is unwise to use the **Delete User** button. When the user starts entering, his or her login will be tied to accident records. If you delete the user, that relationship will be broken. The option is there in case you want to remove a user that has never been used.

You do have the option to edit existing users to change logins and passwords or edit the spelling of a user's name. For the same reason that you should not delete a user, you should not overwrite an existing user with a new one.

If your company owns or operates more than one ski area, we can assign a regional administrator that has access to multiple areas. To do so, you will have to contact CWSAA.

IDENTIFY LOCATIONS

Click on the **Locations** link. Here, you will identify locations on the mountain at which accidents take place. Planning carefully will allow you to determine problem areas at your area.

Some ski areas use a grid system, some identify locations by dividing runs into thirds. The Accident Analyzer will ask you for a description of a location and a location code.

When entering data, the descriptions will be listed for selection so if you prefer to use grid locations, enter them in the description and put a short descriptor in the code.

Remember when listing locations that you will not only want to add runs but types of features in your terrain parks, loading and unloading ramps on chairs as well as the chair itself. Also, don't forget your buildings.

The drop down list is alphabetical. Consider that when designing your listing. Perhaps you will group all building locations by including the word 'building' or 'premises' in front of the building name. An example follows:
Building – Daylodge
Building – Rental shop
Building – Guest services

If you are describing a portion of a run, the same principle may apply:
Sun Run – bottom third
Sun Run – middle third
Sun Run – top third

…and you may include specific known and named problem areas:
Sun Run – Sunny's Pitch

The more carefully you plan this section, the more useful it will be.

ADD PATROLLERS

When entering accident data, you will be able to list the patrollers on the scene of an accident and more particularly identify the patroller first on scene. Adding the patroller names in advance of entering accident data will populate the patroller drop down box and allow you to select the patroller names for each accident report.

To add a Patroller:
o   Click on **View Resort Info** (under 'Resort Management').
o   Click on **Patrollers**.
o   Click on **add patroller**.
o   Enter Patroller Details.
o   Click on **Add Patroller**.

Each time you add a patroller to your roster, add his or her name to the Accident Analyzer. When a patroller is removed from the roster, make him or her inactive in the setup so that the name is no longer in the selectable list.

Remember, existing patroller names generally should not be deleted as they are tied to accident records, instead, make them inactive.

ENTERING ACCIDENT DATA

The Accident Analyzer's primary objective is to allow your area and the industry as a whole to statistically track accident data.

For that reason, it is **critical** that you enter data for each field. If you don't have the information you need, use one of three options rather than leaving a field blank.

1) **Unknown** means that the information was not available (e.g.: a subject with a minor injury may not be able to identify the means of his or her transportation from the ski area)

2) **Unrecorded** means that the information was not recorded on the form (e.g.: the attending patroller may have forgotten to record the slope conditions)

3) **N/A** means that the data was not applicable (e.g.: slope conditions would not be applicable in an accident that occurred in the daylodge)

TRAINING ON GREEN MOUNTAIN

Green Mountain has been setup as a training area. You can use these logins to try entering bogus data or train new staff. The Green Mountain data will be cleared out periodically.

There are two types of users setup.

A **Standard User**:

❑ **Login:** train1

❑ **Password:** train1

And a **Resort Administrator**:

❑ **Login:** train2

❑ **Password:** train2

Note: Data entered using a Green Mountain profile will not be saved in your resort data.

ACCIDENT REPORT FORMS AND PRIVACY

Originally, the subject data was going to be included in the data entry allowing you to search for and locate accident details by subject name. CWSAA decided that it was prudent, given new privacy laws to remove personal information from the database.

You may want to keep a local listing of accident report numbers and the subject name so that you can reference it when necessary.

FEEDBACK

The program will allow you to analyze and track data internally and, when consolidated with other areas, allow you to benchmark your area against the industry.

We encourage feedback. The intention is to create a program that is useful and relevant in the development of your risk management program. Please forward feedback and suggestions as listed in the support section.

We encourage discussion between patrollers and persons entering the data to ensure relevance and the integrity of the data. We also encourage patrollers to train on the system to understand the information required from the report forms.

SUPPORT

It is important to report problems because they may affect the way a report is saved in the underlying database. Additionally, you may save other areas from problems experienced by the error.

There are inherent issues in using a web connection to a database. If your browser is closed or your connection is terminated, you will lose only the work that you have done on the page you are on. Each time you click on the Update and Next button, the new or edited data is saved to the database.

When error messages appear, or when you encounter something you didn't expect, please contact one of the following:

Dawn Sleiman
CWSAA Executive Assistant
E-mail: office@cwsaa.org
Phone: 778-484-5535

or

Bruno Graziotto
CWSAA Accountant
E-mail: accounting@cwsaa.org
Phone: 778-484-5535

NOTE:

➢ E-mail is the preferred contact method. Please provide as much detail as possible, as to what you were doing when the message appeared and the full error message. If you know how to provide a screen shot, that is helpful too. (Tip: Press 'Print Screen' which adds a screen shot to the copy buffer. You can then paste the screen shot into an e-mail or onto a page using Edit Paste or Ctrl-V)